



**State of Tennessee**

**Department of Health**

**Tennessee Board of Social Worker Licensure**

**665 Mainstream Drive  
Nashville, TN 37243**

**1-800-778-4123 ext. 741-5735  
(615) 741-5735**

**<http://www.tn.gov/health/>**

**Application and Procedures for Licensure**

**LICENSED BACCALAUREATE SOCIAL WORKER**

Below is an explanation of the items requested to be submitted in the checklist. When reviewing the checklist, refer to this section if you need clarification.

1. It is the applicant's responsibility to review the current Rules and Laws for Social Workers. To determine if you meet the qualifications for licensure, you may obtain a copy by going to <http://tn.gov/health/topic/sw-board>.
2. Fill out the application completely making sure that you indicate the correct level of licensure. The application must be signed. Incomplete forms will be returned thus delaying the application process.
3. **FEES.** Check or money order is to be made payable to the Board of Social Workers in the amount indicated according to the method under which you are applying. The fee amount being collected with the application includes the state regulatory fee of ten dollars (\$10).
4. **PHOTOGRAPH.** Submit a recent passport size photograph (taken within the last twelve (12) months) preceding the date the application is submitted to the Board office.
5. **TRANSCRIPT.** Must be sent to the Board's office directly from the institution. Please instruct the institution to indicate any name change since completion of the course work.
6. **VERIFICATION OF LICENSURE.** Must be sent from each state licensing board which indicates the applicant holds a certificate or license and whether it is in good standing presently, or was at the time it became inactive.
7. **VERIFICATION OF EXAM.** Exam results must be sent from the testing agency (ASWB) to the administration office indicating level of exam.
8. **DECLARATION OF CITIZENSHIP.** All applicants must complete the Declaration of Citizenship form found at: <http://tn.gov/assets/entities/health/attachments/PH-4183.pdf>.
9. Criminal background check (For instructions go to: <http://www.tn.gov/health/topic/CBC-check>. **NOTE: applicants applying for licensure by exam must have successfully taken and passed the ASWB exam before applying for the criminal background check.**
10. Send your application, fees and supporting materials to:

Board of Social Worker Licensure  
665 Mainstream Drive  
Nashville, TN 37243

### GENERAL INFORMATION

Individuals who do not qualify for licensure at this time are encouraged to complete deficient requirements if you intend to practice as a social worker in Tennessee.

It is the applicant's responsibility to keep the Board notified whenever a change of name or mailing address occurs. Such notification must be in writing and you must reference your profession and the Board in your correspondence. Supporting documentation and written request for a name change must state the reason for the change, i.e., marriage, divorce, etc .

Every effort is made to keep you informed, in writing, of the status of your application and to process your application in a timely, efficient manner. Inquiries regarding the status of a file will be responded to in writing. **Please refrain from calling the board office to check on the status of your application. It generally takes 4-6 weeks to process an application.**

# **APPLICATION PROCESS FOR LICENSED BACCALAUREATE SOCIAL WORKER**

## **SECTION I**

### **LICENSED BACCALAUREATE SOCIAL WORKER BY EXAM:**

#### **CHECK LIST FOR LICENSED BACCALAUREATE SOCIAL WORK**

You send	You request others to send
<p>_____ Completed and signed application</p> <p>_____ Fees of \$110.00 (\$50.00 application fee plus \$50.00 license fee plus \$10.00 State regulatory fee) payable to the Board of Social Worker Licensure</p> <p>_____ Passport-style photograph</p> <p>_____ Notarized Declaration of Citizenship form found at: <a href="http://tn.gov/assets/entities/health/attachments/PH-4183.pdf">http://tn.gov/assets/entities/health/attachments/PH-4183.pdf</a></p> <p>_____ Completed Mandatory Practitioner Profile Questionnaire <a href="http://tn.gov/assets/entities/health/attachments/PH-3585.pdf">http://tn.gov/assets/entities/health/attachments/PH-3585.pdf</a> <b>(mail with the application)</b></p>	<p>_____ Request that an official transcript be mailed from the educational institution at which you completed your degree in social work directly to the Board of Social Worker Licensure.</p> <p>_____ If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a social worker (or as any other health care professional), you must request a verification from each and every state. The verification must be mailed directly to the Board's Office from the other state(s).</p> <p>_____ Criminal Background Check For instructions go to: <a href="http://www.tn.gov/health/topic/CBC-check">http://www.tn.gov/health/topic/CBC-check</a> <b>(once you have successfully passed the ASWB exam you must apply for the criminal background check).</b></p>

WHEN DEEMED ELIGIBLE, LICENSE WILL BE MAILED WITHIN TWO (2) WEEKS FOLLOWING THE NEXT SCHEDULED BOARD MEETING.

## SECTION II

### LICENSED BACCALAUREATE SOCIAL WORKER BY RECIPROCITY:

#### CHECK LIST FOR LICENSED BACCALAUREATE SOCIAL WORK

You Send	You request others to send
<ul style="list-style-type: none"><li>_____ Completed and signed application</li><li>_____ Fees of \$ 110.00 (\$50.00 application fee plus \$ 50.00 license fee plus \$ 10.00 State regulatory fee) payable to the Board of Social Worker Licensure</li><li>_____ Passport-style photograph</li><li>_____ A copy of the original State's law and rules, if available</li><li>_____ Photo copy of the original license from the original state of licensure with applicants current license number, if available</li><li>_____ Photo copy of the applicants current renewal certificate with the license number and expiration date</li><li>_____ Notarized Declaration of Citizenship form found at: <a href="http://tn.gov/assets/entities/health/attachments/PH-4183.pdf">http://tn.gov/assets/entities/health/attachments/PH-4183.pdf</a></li><li>_____ Completed Mandatory Practitioner Profile Questionnaire <a href="http://tn.gov/assets/entities/health/attachments/PH-3585.pdf">http://tn.gov/assets/entities/health/attachments/PH-3585.pdf</a> (mail with the application)</li></ul> <p>(mail with the application)</p>	<ul style="list-style-type: none"><li>_____ Request that an official transcript be mailed from the educational institution at which you completed your degree in social work directly to the Board of Social Worker Licensure.</li><li>_____ If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a social worker (or as any other health care professional), you must request a verification from each and every state. The verification must be mailed directly to the Board's Office from the other state(s).</li><li>_____ Verification of applicant taking and passing the ASWB examination</li><li>_____ Criminal Background Check</li></ul> <p>For instructions go to: <a href="http://www.tn.gov/health/topic/CBC-check">http://www.tn.gov/health/topic/CBC-check</a></p>

WHEN DEEMED ELIGIBLE, LICENSE WILL BE MAILED WITHIN TWO (2) WEEKS FOLLOWING THE NEXT SCHEDULED BOARD MEETING.

**APPLICATION  
FOR TEMPORARY LICENSED BACCALAUREATE SOCIAL WORKER**

**SECTION III**

Temporary license can be issued for licensed Baccalaureate Social Worker who graduated from a university, college, or school of social work that at the time of the applicant's graduation has applied for, but has not yet received, accreditation by the Council on Social Work Education.

**CHECK LIST FOR TEMPORARY LICENSE**

<b>You send</b>	<b>You request others to send</b>
<ul style="list-style-type: none"><li>_____ Completed and signed application</li><li>_____ Fees of \$60.00 (\$50.00 temporary fee plus \$10.00 State regulatory fee) payable to the Board of Social Worker Licensure</li><li>_____ Passport-style photograph</li><li>_____ Notarized Declaration of Citizenship form found at: <a href="http://tn.gov/assets/entities/health/attachments/PH-4183.pdf">http://tn.gov/assets/entities/health/attachments/PH-4183.pdf</a></li><li>_____ Completed Mandatory Practitioner Profile Questionnaire <a href="http://tn.gov/health/article/sw-prac">http://tn.gov/health/article/sw-prac</a> <b>(mail with the application)</b></li></ul>	<ul style="list-style-type: none"><li>_____ Request that an official transcript be mailed from the educational institution at which you completed your master's degree in social work directly to the Board of Social Worker Licensure.</li><li>_____ If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a social worker (or as any other health care professional), you must request a verification from each and every state. The verification must be mailed directly to the Board's Office from the other state(s).</li><li>_____ Criminal Background Check For instructions go to: <a href="http://www.tn.gov/health/topic/CBC-check">http://www.tn.gov/health/topic/CBC-check</a></li></ul>

**PLEASE NOTE - A TEMPORARY LICENSED BACCALAUREATE SOCIAL WORKER MUST SUBMIT AN APPLICATION FOR LICENSED BACCALAUREATE SOCIAL WORKER SIXTY (60) DAYS AFTER HIS/HER EDUCATION INSTITUTION RECEIVES ACCREDITATION FROM THE COUNCIL ON SOCIAL WORK EDUCATION, OR THE TEMPORARY LICENSE SHALL NO LONGER BE VALID.**

WHEN DEEMED ELIGIBLE, LICENSE WILL BE MAILED WITHIN TWO (2) WEEKS FOLLOWING THE NEXT SCHEDULED BOARD MEETING.

**ATTACH  
PASSPORT TYPE  
PHOTO HERE**



**Tennessee Board of Social Worker Licensure  
665 Mainstream Drive  
Nashville, TN 37243**

Application Fee 45-001 \$50  
Licensing Fee 45-001 \$50  
State Reg Fee 45-006 \$10  
\$110

Temporary Fee 45-001 \$50  
State Reg Fee 45-006 \$10  
\$60

**615-741-5735 or 800-778-4123**

<http://www.tn.gov/health/>

### **Licensed Baccalaureate Social Worker**

**Please check one: Exam: \_\_\_\_\_ LBSW Reciprocity: \_\_\_\_\_ LBSW Temporary: \_\_\_\_\_ LBSW**

NAME: \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

NOTE: This name will be used to register you with the testing agency (ASWB). You will be required to present the original ASWB Authorization Letter and one currently valid, non-expired government-issued photo-bearing ID (driver's license, military ID, passport, etc.) at the testing center. The name on your ID **MUST** match your name as it appears on your Authorization Letter. You will not be allowed to test and will forfeit your exam fee without the Authorization Letter and proper identification.

Current Home Mailing Address:

Current Practice Address: \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you wish to receive notifications, including renewal notification, from the Department of Health via email? Please note, by opting in, all correspondence from the Department of Health will be delivered to the email address on file for you. You will no longer receive physical mail from our office. Yes \_\_\_\_\_ No \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Race: \_\_\_\_\_ Gender: Female \_\_\_\_\_ Male \_\_\_\_\_ U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

All applicants must complete the Declaration of Citizenship form.

Entitled to Live and Work in the U.S. Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a member of the U.S. armed forces who has, within the preceding 180 days, retired from the armed forces, received any discharge other than a dishonorable discharge from the armed forces, or been released from active duty to a reserve component of the armed forces? (If yes, please provide proof of status.) Yes \_\_\_\_\_ No \_\_\_\_\_

Are you the spouse of a member of the armed forces who has been transferred by the military to Tennessee or who has, within the preceding 180 days, retired from the armed forces, received a discharge other than a dishonorable discharge from the armed forces or been released from active duty to a reserve component? (If yes, please provide proof of same.) Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been known by any other names besides what is listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state in full every other name by which you have been known, the reason therefore, and inclusive dates so known: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If you have no practice address, notify the Board of your practice address within 30 days of obtaining a practice address. If you have multiple practice address, please attach an additional page listing all practice addresses.

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Educational Information:

Name of College/University: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Degree Received: \_\_\_\_\_ Date Conferred: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Are you or have you ever been licensed in this profession in another state? \_\_\_\_\_

Are you or have you ever been licensed in any other profession in Tennessee or another state? \_\_\_\_\_

List below **ALL STATES, COUNTRIES, OR PROVINCES IN WHICH YOU HAVE EVER BEEN OR ARE CURRENTLY LICENSED, PERMITTED, OR CERTIFIED.** Additional pages may be added if necessary. Request that verification of licensure be submitted directly to the Board's Office from each state.

STATE	PROFESSION	LICENSE NUMBER	CURRENT STATUS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Please complete your entire healthcare employment history starting with the most current position first. Use the back of this page, if you need additional space. Dates of employment must be included.

<u>Company/ Employer:</u>	<u>Address:</u> (City, and State)	<u>Position:</u>	<u>Duties:</u>	<u>Dates</u>	
				<u>From:</u> Mo./Yr.	<u>To:</u> Mo./Yr.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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LICENSURE INFORMATION: RECIPROCITY APPLICANTS

Have you taken and passed the ASWB Basic exam? YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, please have the ASWB send a copy of your test scores.

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## COMPETENCY INFORMATION

**PLEASE ANSWER THE FOLLOWING QUESTIONS.** If you answer “yes” to any of the questions in this part, you must supplement your affirmative response with a thorough explanation on a separate page. **IN SUPPORT OF YOUR EXPLANATION, THE FINAL DOCUMENTS OR ORDERS FROM THE ISSUING STATES, COURTS, AND/OR AGENCIES MUST BE SUBMITTED ALONG WITH THIS APPLICATION.** Additional information may be requested and/or required before a licensure decision may be made.

For the purposes of these questions, the following phrases or words have the following meanings:

1. **“Ability to practice your profession”** is to be construed to include all of the following:

- a. The cognitive capacity to make appropriate clinical diagnoses, exercise reasoned medical judgments, to learn, and keep abreast of medical developments;
- b. The ability to communicate those judgments and medical information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
- c. The physical capability to perform professional tasks and procedures required of your profession, with or without the use of aids or devices, such as corrective lenses or hearing aids.

2. **“Medical Condition”** includes physiological, mental or psychological conditions including, but not limited to: orthopedic, visual, speech and/or hearing impairments, emotional or mental illness, specific learning disabilities, drug addiction, and alcoholism.

3. **“Minor Traffic Offense”** generally means moving and non-moving violations punishable by fines only and does not include offenses such as driving under the influence or while intoxicated or reckless driving.

4. **“Chemical substances”** is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

5. **“Currently”** does not mean on the day of or even in the weeks or months preceding the completion of this application. Rather it means recently enough so that the use of drugs or alcohol may have an ongoing impact on one's functioning as a licensee or within the past two (2) years.

6. **“Illegal use of illicit or controlled substances”** means the use of substances obtained illegally (e.g., heroin or cocaine) as well as the use of controlled substances that are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

**QUESTIONS: Please respond to ALL questions. If you answer "YES" to any question, please attach a written explanation.**

YES NO

- |  |       |       |
|--|-------|-------|
| 1. Do you currently have any physical or psychological limitations or impairments caused by an existing medical condition which are reduced or ameliorated by ongoing treatment or monitoring, or the field of practice, the setting or the manner in which you have chosen to practice? | _____ | _____ |
| 2. Do you currently use any chemical substances which in any way impair or limit your ability to practice your profession with reasonable skill and safety?  | _____ | _____ |

If so, please list: \_\_\_\_\_

*(If you receive such ongoing treatment or participate in such a monitoring program, the Board will make an individual assessment of the nature, the severity, and the duration of the risks associated with an ongoing medical condition so as to be determine whether an unrestricted license should be issued, whether conditions should be imposed, or whether you are not eligible for licensure.)*

- |   |       |       |
|---|-------|-------|
| 3. At any time within the past two years, have you engaged in the illegal use of illicit or controlled substances?  | _____ | _____ |
| 4. Are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you to assure that you do not consume alcohol and/or do not engage in the illegal use of illicit or controlled substances? | _____ | _____ |



5. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism or other diagnosis of a predatory nature? \_\_\_\_\_
6. Have you ever held or applied for a license, privilege, registration or certificate to practice social work in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action? \_\_\_\_\_
7. Have you ever held or applied for a license, privilege, registration or certificate to practice social work in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action? \_\_\_\_\_
8. Have you ever applied for or held a state or federal controlled substance certificate that was ever denied, revoked, suspended, restricted, voluntarily surrendered or otherwise disciplined or surrendered under threat of restriction or disciplinary action? \_\_\_\_\_
9. Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony or misdemeanor (other than a minor traffic offense) whether or not sentence was imposed or suspended? \_\_\_\_\_
10. Have you ever been rejected or censured by a professional association or society? \_\_\_\_\_
11. In relation to the performance of your professional services in any profession:
  - a. Have you ever had a final judgment rendered against you? \_\_\_\_\_
  - b. Have you ever had a settlement of any legal action rendered against you? \_\_\_\_\_
  - c. Are there any legal actions pending against you or to which you are a party? \_\_\_\_\_
12. If you have ever held a license or certificate in any health care profession, has it ever been reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat if investigation or disciplinary action? \_\_\_\_\_
13. My name has been placed on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals (Tennessee abuse registry or an abuse registry in another state) \_\_\_\_\_

## AFFIDAVIT AND RELEASE

I, \_\_\_\_\_ of \_\_\_\_\_ being duly sworn and identified as the person referred to in this application, attest to the truth of each statement made in said application. I further swear that I have read and understand the law and the Rules and Regulations regarding the practice of my profession, which are posted on the Board's Internet site and/or were provided to me by the Board office, and agree to abide by them in the practice as a social worker in the State of Tennessee.

### **I HEREBY:**

**SIGNIFY** my willingness to appear to answer such questions as the Board may find necessary, which may include a full Board interview.

**RELEASE** to the Board, its staff, and their representatives, any and all documentation necessary now and in the future to establish my physical and mental capabilities to safely practice as a social worker.

**AUTHORIZE** the Board, its staff, and their representatives to consult with my prior and current associates and others who may have information bearing on my professional competence, character, health status, ethical qualifications, ability to work cooperatively with others, and other qualifications.

**RELEASE** from liability the Board, its staff, and all their representatives and any and all organizations which provide information for their acts performed and statements made in good faith and without malice concerning my competence, ethics, character, and/or other qualifications, for certification.

**ACKNOWLEDGE** that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical, and other qualifications, and for resolving any doubts about such qualifications.

**AUTHORIZE** release, use and disclosure of otherwise HIPAA protected health information to the limited extent necessary for my application to receive full consideration up to and including discussion in a public forum should that become necessary.

**This certifies that the information submitted by me in this application is true and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**